

ACT State and District Testing Checklist of Dates

WY

Your school will be testing with ACT Plus Writing in April

Website: <http://www.act.org/aap/wyoming/>

Date	Task
September 29 – October 3, 2014	Window for test coordinator to receive test center establishment information.
October 6, 2014	Accommodations webcast becomes available online.
October 6 - 17, 2014	Window for test coordinator to complete establishment profile form and provide school information.
December 8, 2014	Test administration webcast becomes available.
December 10, 2014	Test accommodations Q&A session
January 9, 2015	Deadline for test coordinator to submit online off-site proposal, if applicable.
January 13, 2015	Test administration Q&A session
January 23, 2015	Deadline for ACT to receive requests for ACT-Approved Accommodations and supporting documentation.
January 26 - April 1, 2015	<p>Window for ACT to receive <i>ACT-Approved Accommodations Late Consideration Form</i>. (Must be accompanied by a <i>Request for ACT-Approved Accommodations</i>.)</p> <p>Applicable only to:</p> <ol style="list-style-type: none"> 1. Examinees who are newly enrolled at the school or newly classified as an eligible grade level. 2. Examinees who have a newly identified disability. 3. Examinees with ACT-Approved Accommodations who transferred to your school from another school in your state. 4. Examinees with medical emergencies or sudden onset of a medical condition.
January 27 -February 3, 2015	Window for test coordinator to confirm ACT testing enrollment online and to order ACT WorkKeys standard time and accommodations test materials online.
February 18, 2015	Test administration Q&A session
March 16 – 20, 2015	Test coordinator receives nonsecure shipment(s).
March 16 - 20, 2015	Test coordinator receives Preliminary ACT-Approved Accommodations Roster for review.
March 27, 2015	Deadline to request changes to the Preliminary ACT-Approved Accommodations Roster.
March 30 - April 8, 2015	Window for test coordinator to order State-Allowed Accommodations materials online.

Date	Task
Mid-March – April 27, 2015	Window for schools to: <ul style="list-style-type: none"> • conduct supervised pretest sessions for all examinees, • conduct room supervisor and proctor training, and • arrange to meet testing requirements at school or off-site location.
April 20 - 24, 2015	Test coordinator receives secure standard time and accommodations shipment(s) for the ACT and ACT WorkKeys. <i>Note: Schools on break during this week will receive their shipment the prior week.</i>
April 28, 2015	Initial test date Day 1 – ACT
April 29, 2015	Initial test date Day 2 – ACT WorkKeys
April 28 – May 12, 2015	Accommodations testing window (ACT-Approved and State-Allowed)
April 29 – May 13, 2015	Accommodations testing window Day 2 – ACT WorkKeys
April 28 – 30, 2015 (No later than 12:00 Noon Mountain Time on April 30)	Window for test coordinator to submit online makeup order for standard time Day 1 and Day 2 materials. <i>Note: The makeup order may not be placed until your school has completed all standard time testing (ACT and ACT WorkKeys) on the initial test dates.</i>
April 30, 2015	Test coordinator returns all Day 1 and Day 2 initial test date materials to ACT via the prescheduled pickup.
May 4 – 7, 2015	Test coordinator receives secure standard time shipment(s) for makeup testing.
May 4 - 11, 2015	Window for schools to conduct pretest sessions for applicable examinees for the makeup test date.
May 12, 2015	Makeup test date Day 1 - ACT
May 13, 2015	Makeup test date Day 2 – ACT WorkKeys
May 14, 2015	Test coordinator returns all Day 1 and Day 2 makeup and accommodations test date materials to ACT via the prescheduled pickup.
May 22, 2015	Deadline for ACT to receive all answer documents from schools (ACT and ACT WorkKeys). Late arriving documents will not be scored.

